

*Report*

~~CIA Top Secret~~ Control Officer.

25 July 1951.

Chief, Documents Branch.

Storage of stock copies of TS CIA documents.

1. The following proposals for storage and issue of stock of Top Secret documents, upon move of Administrative Records from 1141 Q Building, are presented.

A. Archives allow space for storage. Central TS withdraw copies as required.

Advantages: One point of control of documents. One office of record. (Central TS Control is designated as office of record for TS material per Security )

Disadvantage: Location.

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B. Archives store and pull copies for CTS as requested. CTS maintain all records.

Advantage: Delivery of documents by courier to CTS from Archives. Removal of necessity of CTS personnel going after them.

Disadvantage: Divided control of documents.

C. Transfer documents to Archives to authorize certain persons therein to issue documents and maintain record of such issues.

Advantage: Some slight saving of time.

Disadvantage: Necessity to notify CTS of such issues, so that it may have a complete record of all TS documents.

2. Based on small number of Top Secret documents which have been issued from stock in the past, it is recommended that Plan A be adopted if Administrative Records is not too far removed from M Building.

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Concurrent

Records

27 July 1951

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